

Print Paycheck Instructions:

Log into your Employee Self Service Account and select
“View Paycheck”

SHARP ORACLE

Home | Sign out

Benefits Open Enrollment
Benefit Confirmation Statement
Update My Profile
View Personal Information
View Training Summary
View Leave Balances
View Paycheck
Total Compensation Statement
Update W-4 Federal Tax Data
Request W-2 Reissue

View Paycheck

Sally Employee

Company: State of Kansas
Address: 900 SW Jackson St
Landon Bldg-Rm 351S
Topeka, KS 666121220

Net Pay:
Pay Begin Date: 03/09/2008
Pay End Date: 03/22/2008
Check Date: 04/04/2008

Review the details of your paycheck. To view other checks, select [View a Different Paycheck](#)

General	
Name: Sally Employee	Business Unit: SOKBU
Employee ID: K0000112233	Pay Group:
Address: 100 Main Street USA	Department:
	Location:
	Job Title: State Worker 1
	Pay Rate:

Tax Data	
Fed Marital Status:	KS Marital Status:
Fed Allowances:	KS Allowances:

Next, at the top of your Web Browser, click on “File” – then “Print Preview”

View Paycheck - Microsoft Internet Explorer provided by The State of Kansas

https://sharp.ks.gov/psp/ESS/KS/HRMS/s/WEBLIB_KS.PORTAL_HOMEPAGE.FieldFormula.IScript_PAYCHECK?PORTALF

File Edit View Favorites Tools Help

New Tab Ctrl+T
New Window Ctrl+N
Open... Ctrl+O
Edit
Save Ctrl+S
Save As...
Close Tab Ctrl+W
Page Setup...
Print... Ctrl+P
Print Preview...
Send
Import and Export...
Properties
Work Offline
Exit

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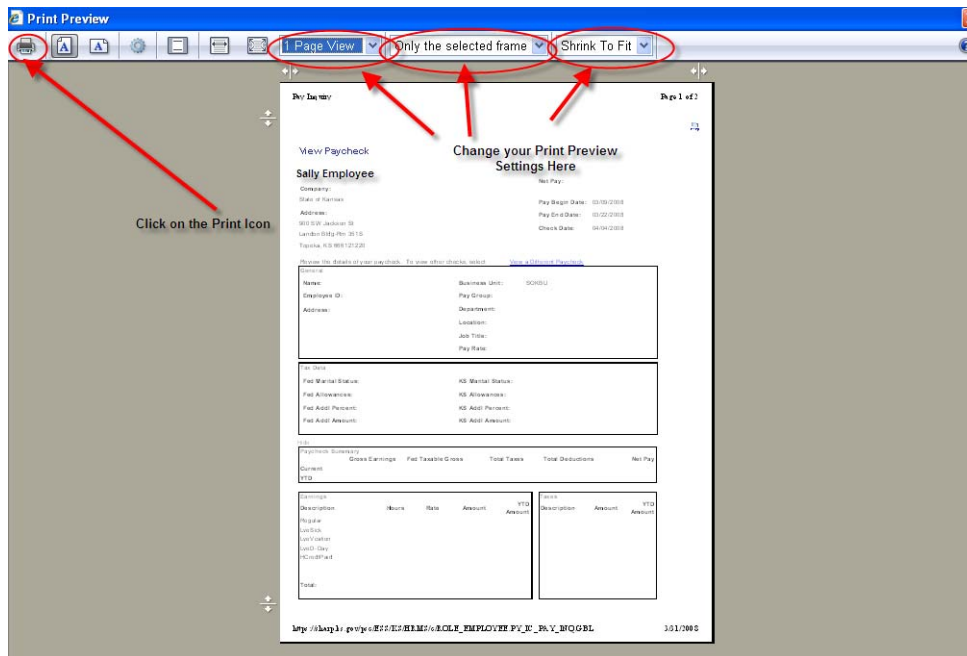
You will be taken to a Print Preview screen where you can adjust your print settings:

Here are the recommended settings:

1 Page View

Only the selected frame

Shrink To Fit



These are recommended settings, you may find others that work better for your printer.

Once you've adjusted your settings then click on the **Print Icon** to print your paycheck information. Once you have completed printing you can close this screen and return to Employee Self Service